

## Division of Business & Finance

### Mentor's Checklist for New Employee Orientation

Thank you again for serving as a mentor for the Division of Business and Finance New Employee Orientation. A mentor is defined as a wise and trusted counselor or teacher. You will be responsible for ensuring that the new employee has someone outside of their department to help guide them during their orientation period.

Following is a checklist of the mentor's responsibilities. Please check off each item as you discuss it with the new employee and return the form to Christy Rabern in Row Hall upon completion.

- Greet the employee on their first day of employment and welcome them to UWG.
- If applicable, provide them their first e-mail or telephone call.
- Present new employee with a Business and Finance mission, vision, and value cup.
- Take the employee to lunch at Z-6 (or Subway in the summer).
- Take the employee on a tour of the campus. You are encouraged to use the campus bus system but walk with them from the TLC to the UCC so that they may observe the "heart of campus."
- Review the mission, vision, and hierarchy of the Division of Business and Finance and how it supports the overall mission of the University of West Georgia.
- Discuss the importance of [Wolf Alert](#) and [Wolf Guardian](#).
- Review how critical student success is at UWG and how it impacts everyone's role on campus. *Without students, we wouldn't be here.*
- Recite the current enrollment at UWG – Fall 2013 – 11,769.
- Encourage employee to become involved in a student event by the end of their 6-month probationary period. Such events may include orientation, preview days, graduation, fall move-in, a sporting event, a concert, etc.
- Advise the employee that in addition to you, there are other support services on campus that include [Human Resources](#) and the [University Ombuds](#) program.
- First month meeting with Vice President of Business and Finance.

Employee Name:

Employee Signature:

Mentor Signature:

Date: